

**NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION
WEST BETHESDA, MD AND PHILADELPHIA, PA**

**PERFORMANCE WORK STATEMENT
FOR
BASE SUPPORT SERVICES**

**SECTION C.3
GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

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**PERFORMANCE WORK STATEMENT
FOR**

**SECTION C.3
GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

**SECTION C.3 GOVERNMENT-FURNISHED PROPERTY AND
SERVICES**

C.3.1 GENERAL

The Government will furnish or make available to the Service Provider certain Government owned facilities, equipment, material, and utilities for use in connection with this Contract. Government-furnished Property (GFP) includes those facilities, equipment and material in the possession of, or acquired directly by, the Government and subsequently delivered or otherwise made available to the Service Provider. GFP is listed in Attachment C.3-1. - Government Furnished Facilities and amplified within each functional area subsection of this contract.

C.3.2 SERVICE PROVIDER ACCOUNTABILITY

The Service Provider shall control, protect, preserve, and maintain GFP in accordance with the Contract and FAR 45.5 regulations regarding inventory; damage; fraud, waste and abuse; missing, lost and stolen items; and survey.

C.3.3 USE OF GOVERNMENT-FURNISHED PROPERTY

The Service Provider shall use GFP only in the performance of fulfilling Contract requirements. Except for day-to-day operations, GFP shall not be relocated or removed from NSWC unless approved in writing by the Designated Government Representative (DGR).

C.3.4 GOVERNMENT-FURNISHED FACILITIES

The Government shall furnish or make available to the Service Provider all necessary facilities listed in Attachment C.3-1. - Government Furnished Facilities. Some facilities shall be jointly occupied with the Government. The Government reserves the right to reallocate and/or relocate assigned facilities during the term of the Contract.

The Service Provider shall maintain all Government-furnished facilities to the same standards as similar areas occupied by the Government and use such space only in connection with Contract performance. Upon termination of this Contract, the Service Provider shall return these assigned facilities to the Government in an equal condition with normal wear to that when the Service Provider assumed responsibility for the facilities.

C.3.4.1 ALTERATIONS OR IMPROVEMENTS

The Service Provider shall not make any physical alterations or improvements to Government-furnished facilities except with the expressed written permission from the KO and DGR.

C.3.4.2 GOVERNMENT ACCESS

As may be required in the performance of their duties, Government personnel shall have access to all Government-furnished facilities used by the Service Provider. Government personnel may perform unscheduled inspections and visits during normal working hours. When requested, Government personnel will check-in and out with Service Provider personnel, who may, at their discretion, escort Government personnel throughout the facility.

C.3.4.3 MARKING OF SERVICE PROVIDER-OCCUPIED SPACES

The Service Provider shall clearly identify all spaces occupied by the Service Provider, both Government-furnished and Service Provider-furnished, with a sign as approved by the DGR. The sign shall include the Service Provider's name, function of the space, and the name of the individual responsible for the respective space.

C.3.4.4 UTILITIES**C.3.4.4.1 General.**

Utilities for Government-furnished facilities will be provided at no cost to the Service Provider except as specified below. Utilities are limited to electricity, water, garbage, steam and sewage.

C.3.4.4.2 Telephone Service.

The Government will provide on-station, local and Defense Switch Network (DSN) telephone service for official business. The Government will provide basic telephone instruments (sets) but will not provide any other customer premises equipment (e.g. facsimile machines) unless that equipment is already a shared asset with another Government branch, division or code.

C.3.4.4.2.1 The Government will not pay for number changes, moves, adds or changes to the existing telephone cable layout within any Government-furnished facility.

C.3.4.4.2.2 The Government will provide limited long distance service for official business only. The Government will audit the use of the long distance service for compliance with the specified limitations. The Service Provider shall arrange for separate service (i.e. credit card or calling card) through access provided by the Government to accommodate other than official business long distance calls.

C.3.4.4.3 Local Area Network.

The Government will provide limited access to the existing base Local Area Network (LAN) to include e-mail capability. The Service Provider shall not use the LAN and/or the Internet for purposes other than for work required under this Contract.

C.3.4.4.4 Energy and Utilities Conservation Programs.

The Service Provider shall continually strive to reduce and eliminate waste of energy and other utilities. The Service Provider shall execute all work, regardless of

complexity, with adequate consideration given to energy conservation measures.

C.3.4.4.5 Abandonment, Movement, or Installation of Utilities.

The Service Provider shall obtain prior Government review and written approval before connecting or disconnecting any Service Provider-furnished equipment to or from Government-furnished communication systems, lines, or equipment including LAN and networking connections.

C.3.5 GOVERNMENT-FURNISHED INFORMATION SYSTEMS

C.3.5.1 REQUIRED SYSTEMS.

C.3.5.1.1 General.

The Service Provider shall use those Government-furnished information systems (or their successor systems) listed in the various functional area subsections in the performance of this Contract. The Service Provider may use other information systems made available by the Government or may propose to the DGR, alternate systems so long as such systems provide equal or better capabilities than the Government system and fully integrate/interface with other Government systems where required. All information systems proposed by the Service Provider must be approved by the NSWC Information Technology Services Department.

C.3.5.1.2 Beta Test Site.

The Service Provider may also be required to participate in Beta Test Site functions. Such testing of information systems is not anticipated to have a major impact on Contract performance.

C.3.6 GOVERNMENT-FURNISHED EQUIPMENT

C.3.6.1 GENERAL

The Government will make available to the Service Provider, the Government-furnished Equipment (GFE) listed in the respective functional area subsections of this Contract. The GFE listing shall not be construed as being sufficient to meet all the requirements of this specification. This Government-furnished equipment includes, but is not limited to, vehicles, shop tools, shop equipment, very limited office equipment, and warehousing and storage equipment. The Government will provide basic office furniture (desk, chairs, and selected existing furniture) and computer desktop systems sufficient to perform the work required within this PWS. GFE is equipment provided to the Service Provider only for use on work under this contract. The Service Provider shall not use this equipment for any other work unless prior authorization is received from the DGR.

The Government does not warranty any item of Government-furnished equipment as to its suitability of use nor does the Government guarantee its performance life cycle. The Service Provider should make maximum use of the GFE inventory during the phase in period to test and examine for use all GFE prior to receipt. Title to GFE remains with the Government.

C.3.6.2 MAINTENANCE AND REPAIR OF GOVERNMENT FURNISHED EQUIPMENT

The Service Provider shall be responsible for maintaining and repairing GFE unless otherwise specified herein or in the functional subsections of this contract. The Contractor shall also be responsible for any required testing and certification required to maintain the GFE in operation. Upon completion of the contract, all equipment shall be returned to the Government in the same or better condition as received, except for

reasonable wear. The initial condition of the equipment shall be determined during the joint inventory.

C.3.6.3 REPLACEMENT OF GOVERNMENT FURNISHED EQUIPMENT

C.3.6.3.1 General.

Except as specified herein, equipment that becomes worn out due to normal wear and tear shall be returned to the Government and replaced by the Service Provider.

Equipment so acquired shall remain the property of the Service Provider

The Service Provider shall ensure that adequate quantities of equipment are available for uninterrupted accomplishment of the work and services specified in this Contract.

C.3.6.3.2 Service Provider Liability.

The Service Provider shall replace at the Service Provider's expense, any GFE damaged beyond economical repair due to Service Provider misuse or negligence, as determined by the KO. Title to equipment replaced pursuant to this provision shall be vested in the Government.

C.3.6.3.3 GFE Turn-In

When the Service Provider no longer requires the use of GFE, the Service Provider shall comply with FAR 45.6 and coordinate with the DGR for disposition. Turn-in and subsequent non-replacement of Government-furnished and Government replaced property shall not relieve the Service Provider of responsibility for full performance of Contract requirements.

C.3.6.3.4 Computers and Peripheral Equipment

During the first performance and option periods of this contract, the Government anticipates implementing a Navy-wide contract called Navy and Marine Corps Intranet (NMCI). NMCI is a seat-management contract for desktop computer systems and will include all desktop computer systems provided to the Service Provider within the scope of this contract. To avoid conflicts in ownership of equipment and consistency in transition to NMCI, the Government will maintain and replace Government-furnished computers and computer peripheral equipment for all functional areas of this PWS, except as specified in C.3.6.3.2 above.

C.3.6.3.5 Vehicles

The Government will furnish a combination of Government owned and leased vehicles for operations pursuant to Sections C.8, Hazardous Waste and Recycling and C.11, Public Works-Facilities Maintenance. The Government will replace these vehicles as specified in the respective sections.

C.3.6.4 GOVERNMENT-FURNISHED VEHICLES AND MATERIAL HANDLING EQUIPMENT

C.3.6.4.1 General.

The Government will furnish to the Service Provider those vehicles and Material Handling Equipment listed in the respective functional area subsections. The Service Provider shall operate, control, and monitor Government vehicles and MHE according to applicable laws, instructions and service manuals supplied with the vehicles by the manufacturer. The Service Provider shall not use Government-furnished vehicles to transport employees between their domicile and place of work.

C.3.6.4.2 Maintenance.

C.3.6.4.2.1 General. The Service Provider shall monitor and maintain Government-furnished vehicles and MHE as specified herein and as directed by the DGR.

C.3.6.4.2.2 The Service Provider shall be responsible for all operation, maintenance, periodic and nonscheduled servicing, repair, and replacement of all Government-furnished (owned) equipment subsequent to inventory, acceptance, and turnover. The Service Provider shall be responsible for operation, monitoring status and ensuring Government furnished GSA leased vehicles are made available to the Government for the requisite periodic and nonscheduled servicing and repair.

C.3.6.4.2.3 The Service Provider shall maintain and repair GFE retained for use by the Service Provider in order to ensure the operation of the equipment in a safe and economical manner at the design capacity. The Service Provider shall use replacement parts that are identical, or better, in quality and grade than the original parts unless otherwise authorized by the DGR.

C.3.6.4.3 Fuel.

The Government will furnish all fuel, oil, and lubricants for all Government-furnished vehicles and MHE. The Service Provider shall furnish fuel, oil, and lubricants for all Service Provider-furnished vehicles.

C.3.6.4.4 Operations

C.3.6.4.4.1 Vehicles. All Service Provider personnel who will operate vehicles, whether Government or Service Provider-furnished, in the performance of this Contract shall be properly licensed and insured.

C.3.6.4.4.2 Material Handling Equipment. Service Provider personnel shall operate MHE in accordance with applicable safety directives. Equipment and operators shall comply with the licensing requirements of the state and local motor vehicle laws. Service Provider personnel assigned to operate either Government-furnished or Service Provider owned/leased equipment in performance of this Contract shall be certified, by the Service Provider and at the Service Provider's expense, as being fully qualified to operate the equipment to which they are assigned. The Service Provider shall document all operators' qualifications and provide same to the Government Representative prior to an operator engaging in any mode of equipment operation.

C.3.7 GOVERNMENT-FURNISHED MATERIAL

The Government will furnish or make available to the Service Provider for activities to be performed under this Contract all materials and supplies except as described below. Material is defined as consumable items, other than equipment, required to produce an end product or prime item for the purpose of this specification. Material includes, but is not limited to, office supplies, other miscellaneous supplies, parts, subassemblies, raw materials, and other components and items utilized to accomplish work or services described in this Contract.

C.3.7.1 PARTS/MATERIAL REPLENISHMENT

At full Contract performance date, the Government will make available to the Service Provider, on-hand stocks from all functional areas of materials and supplies required for the performance of the work described herein. The Government will replenish/provide the materials and supplies required for the tasks described herein EXCEPT for the Public Works function.

For the Public Works FM function, the Service Provider shall replenish all shop materials (repair-related consumables, repair parts, subassemblies, raw materials, and other components and items) used in the maintenance and repair of the equipment, systems and structures listed in Sections C.11 and C.12 of this PWS and all other supplies required in the performance of the PW-FM work.

C.3.7.2 GOVERNMENT SUPPLY SYSTEM

The KO may issue the Service Provider an authorization to use Government supply sources in the performance of this Contract. Title to all property acquired by the Service Provider under such an authorization shall vest in the Government unless otherwise specified in the Contract. Such property shall not be considered to be "Government-furnished property," as distinguished from "Government property." When authorized to use the Government supply system, the Service Provider shall comply with the provisions of FAR 52.251-1, Government Supply Sources and DFARS 252.251-7000, Ordering from Government Supply Sources.

C.3.7.3 FORMS

An initial issue of Government forms will be supplied to the Service Provider during the Phase-in period. (Most forms are available on the Carderock Intranet.) The Service Provider shall obtain commercial forms, if necessary. Forms unobtainable from a commercial source and not available on the Intranet or which must be requisitioned through the Government supply system will be supplied to the Service Provider during the term of the Contract. The Service Provider shall maintain working levels of forms and request replenishment when necessary. Requests for replenishment shall be submitted by memorandum to the DGR. The Service Provider shall be responsible for reproducing all local forms. All unused forms, either Government or Service Provider-ordered, shall be returned to the Government at the termination of the Contract.

C.3.8 GFP INVENTORIES

C.3.8.1 ON-HAND INVENTORY

Government-furnished facilities, equipment and materials to be utilized in the performance of the work requirements for this Contract will be made available to the Service Provider on the full Contract performance date. The exact quantity and nomenclature of facilities, equipment and materials on-hand at Contract start may vary from that listed in the applicable Attachments. Verification of the condition of facilities and exact quantities and nomenclature of equipment and materials turned over to the Service Provider shall be determined and/or verified by an inventory prior to the full Contract performance date.

C.3.8.2 INITIAL INVENTORY

C.3.8.2.1 Initial GFP Joint Inventory.

Within seven days of the full Contract performance date, the Service Provider shall conduct an inventory observed by the Government of all facilities, equipment and materials to be made available to the Service Provider. The Service Provider shall submit a copy of the Initial GFP Joint Inventory to the KO/DGR within 15 days of the completion of the inventory. See Attachment C.3-2. - Required Reports and Submittals. The inventory should include, but not be limited to, the item description, minor or plant property item number, make, model serial number, material condition, quantity and location. The Service Provider shall have the option of accepting all, a portion, or none of the items inventoried. All Government property accepted by the

Service Provider shall not be improved at the expense of the Government. Failure of the Service Provider to conduct an inventory shall require the Service Provider to accept the inventory and the condition as determined by the Government.

C.3.8.2.2 Initial GFP Turn-in.

The Service Provider shall identify by written notification, GFP not desired for use by the Service Provider and, upon notification by the DGR, such property shall be returned to the Government not later than 30 days from the full Contract performance date. The Service Provider shall prepare and submit to the DGR for each item to be turned-in, a DD Form 1348-1 for inventory adjustment and disposition determination by the Government. The Service Provider shall dispose of turned-in GFP as directed by the DGR. The Service Provider shall retain a copy of each turn-in document for inventory accountability.

C.3.8.3 PERIODIC INVENTORY OF GFP

C.3.8.3.1 GFP Annual Physical Inventory Report.

The Service Provider shall conduct an annual physical inventory of all GFP (except for consumable materials) and submit a GFP Annual Physical Inventory Report within 30 days of the inventory to the DGR. The GFP annual inventory will contain the same elements of information as the initial GFP inventory and shall be conducted at 12-month intervals from the initial GFP inventory. If an initial GFP inventory is not taken, the annual inventory shall be conducted 12 months from full Contract performance date.

C.3.8.3.2 Inventory Discrepancies.

Throughout the term of the Contract, the Service Provider shall report inventory discrepancies as discovered or suspected. Inventory discrepancies shall be processed pursuant to Section C-3.9.

C.3.8.4 CONTRACT EXPIRATION OR TERMINATION INVENTORY

C.3.8.4.1 GFP Final Inventory Report.

One month prior to the expiration or termination of the Contract, the Service Provider shall conduct a physical inventory observed by the Government of all Government facilities, equipment, and materials. The Service Provider shall prepare, certify, and submit a GFP Final Inventory Report, jointly approved by the Government and the Service Provider, with an electronic copy to the KO and DGR within three working days after completion of the joint inventory. The inventory shall reflect the data as of the initial GFP inventory at the start of the Contract updated appropriately for approved transactions.

C.3.8.4.2 Government-furnished Equipment Return.

At the completion of the Contract, the Service Provider shall return to the Government the same property or property equal in type, kind, quality and quantity of items as originally furnished by the Government and accepted by the Service Provider, exclusive of Government owned consumable supplies purchased by the Service Provider and except as otherwise specified. At Contract termination, the Service Provider shall turn in to the Government all equipment replaced by the Service Provider for which title was vested in the Government and is considered Government property. Government property shall be in the same or better condition as when originally furnished less normal wear and tear.

C.3.8.4.3 Equipment Requiring Repair or Replacement.

For all items, based upon condition, requiring repair or replacement, the Government will determine equivalent monetary value required to repair or replace facilities, equipment, or materials plus a 20 percent markup for administrative and other expense costs to compensate the Government for costs incurred in re-establishing the same levels of inventory. The Service Provider shall reimburse the Government at current Government estimated replacement value or estimated amount to cover the cost of repair as determined by the KO. The Service Provider shall also conduct a direct transfer of certain GFP to the follow-on Service Provider (if any) as directed by the KO.

C.3.8.4.4 Government-furnished Materials Return.

At the completion of the Contract, the Service Provider shall return to the Government an inventory of materials equal in type, kind, quality and quantity of items as originally furnished by the Government.

C.3.8.5 INVENTORY OF MANUALS AND SYSTEM DESK AND USER GUIDES

Equipment Operating Manuals and Information System Desk and User Guides on-hand at the full Contract performance date will be made available to the Service Provider. A Service Provider/Government joint inventory shall be taken prior to start of work, a copy of which will be provided to the DGR.

C.3.9 SURVEY OF PROPERTY/SHORTAGES/DAMAGES**C.3.9.1 SERVICE PROVIDER LIABILITY**

Subject to the terms of this Contract and the circumstances surrounding the particular case, the Service Provider may be liable for shortages, loss, damage or destruction of GFP.

C.3.9.1.1 Lost, Stolen, Damaged, or Destroyed GFP.

The Service Provider shall report immediately to the DGR lost, stolen, damaged, or destroyed GFP including those determined by periodic inventory. The Service Provider shall cooperate fully in any survey investigation conducted by the Government to determine whether relief of responsibility or liability is held to the Service Provider.

C.3.9.1.2 Disposition Documentation.

The Service Provider shall prepare and forward to the DGR, a Financial Liability of Property Loss Form (DD Form 200) along with complete written justification and explanation for the loss, damage, or destruction of GFP within five working days of discovery or suspicion of discrepancy.

C.3.9.1.3 Replacement of Government-furnished Property.

Pursuant to a Service Provider's admission of responsibility or a finding of liability as a result of survey investigation approved by the DGR, the Service Provider shall replace GFP at the Service Provider's expense. Replaced equipment title will be vested in the Government.

C.3.10 GOVERNMENT-FURNISHED SERVICES**C.3.10.1 TRANSITION PERIOD ORIENTATION**

Prior to full Contract performance date, the Government will provide to the Service Provider's Key Personnel, orientation to properly explain the work and familiarize the

Service Provider and Service Provider's Key Personnel with installation facilities and pertinent regulations. The Service Provider is responsible for providing all other Service Provider personnel. (Reference C.1.10).

C.3.10.1.1 Training.

The Government will provide initial training on all Government provided equipment, software and information systems. Subsequent training shall be the responsibility of the Service Provider. (See paragraph C.1.2.9.6.2 for Formal Training during the Contract Period)

C.3.10.2 FIRE PROTECTION

The Government will provide 24-hour fire protection services. Current emergency telephone numbers will be provided to the Service Provider prior to Contract start.

C.3.10.3 HOUSEKEEPING SERVICES

The Government will provide scheduled custodial services for the Government-furnished facilities listed in Attachment C.3-1. - Government Furnished Facilities, including service provided by existing custodial contracts. Typical services include floor care, cleaning of bathrooms and kitchen areas, trash removal and similar light housekeeping services.

In those Government-furnished facilities not covered by Government scheduled custodial services and not otherwise covered in this PWS, the Service Provider shall perform general support services and regular housekeeping to maintain assigned sites in an operational, clean and safe manner. The Service Provider shall maintain these areas in the same status as the rest of the installation.

C.3.10.4 PEST CONTROL

The Government will provide for abatement and control of insects, rodents or plants determined to be undesirable, by routine or special treatments of affected areas. The Service Provider shall observe housekeeping habits designed to minimize any infestation and advise the Government of any indications of infestation in these facilities.

C.3.10.5 REFUSE

C.3.10.5.1 General

The Government will provide garbage and refuse removal services for the work performed under the Firm-fixed Price portion of this Contract. The Service Provider shall dispose of all garbage and refuse generated by the work specified herein into the solid waste receptacles located throughout the respective facility.

C.3.10.5.2 Special Projects

In those cases where large quantities of refuse and waste materials may be generated in conjunction with special projects under the Indefinite Delivery/Indefinite Quantity portion of this Contract, removal of this refuse and waste shall be included in the proposed cost of the specific work item.

C.3.10.6 GROUNDS MAINTENANCE

C.3.10.6.1 General.

The Government will provide scheduled grounds maintenance for the Service Provider's Government-furnished facilities. However, the Service Provider shall maintain the general cleanliness of the exterior areas surrounding all Government-

furnished facilities.

C.3.10.6.1.1 Outside Storage.

Outside storage shall be maintained in a neat and orderly manner. Dumping or storage of trash, empty containers or salvage on the premises shall not be permitted.

C.3.10.6.1.2 Government Inspection.

Facilities shall be subject to Government inspection without notification. Violations found during inspections shall be provided in writing to the Service Provider's Project Manager, who shall provide written details of corrective action taken to the DGR within ten working days after receipt of notification of fire, safety and environmental violations.

C.3.10.6.2 Snow Removal

The Government will provide for the removal of any accumulation of ice and/or snow, with special emphasis on ramps, steps, or docks.

C.3.10.7 POSTAL OR INSTALLATION DISTRIBUTION

Official Government or Service Provider mail that is generated as a result of performance of this contract will be handled via the Installation Guard Mail Handling Service at Government expense. The Installation Mail Handling Section will not handle Non-Government mail to or from the Service Provider.

C.3.10.8 EMERGENCY MEDICAL SERVICE

Medical services for the Service Provider's personnel are the responsibility of the Service Provider. However, the Government will provide, on an emergency basis, medical services for injuries incurred while an employee is performing under the contract. The emergency medical service the Government will provide is initial First Aid only with no transportation.

ATTACHMENT C.3-1. - GOVERNMENT FURNISHED FACILITIES

Attachment C.3-1
Government-Furnished Facilities

Functional Area	Building No.	Description	Square Footage
C.5 Public Affairs			
		NOT USED	
C.6 Administrative Operations			
	4	Administrative Operations Office - Philadelphia	525
C.7 Human Resources Workforce Information			
	8	Human Resources Workforce Information Branch Office - West Bethesda	235
	4	Human Resources Workforce Information Branch Office - Philadelphia	144
C.8 Environmental Office - Hazardous/Residual Waste Handling and Recycling Program			
	47	Hazardous/Residual Waste Handling and Recycling Office - Philadelphia	1,200
C.9 Security Office Administrative Support			
	20	Security Assistance Office - West Bethesda	172
	29	Security Assistance Office - Philadelphia	250
C.10 Supply Customer Service			
	32	Supply Customer Service Branch - West Bethesda	2,988
C.11-C.13 Public Works Facilities Management			
	126, 127, 128, 129 and 181	Facilities Maintenance Branch - West Bethesda	26,462

ATTACHMENT C.3-2. - REQUIRED REPORTS AND SUBMITTALS

ATTACHMENT C.3-2 Reports and Submittals

PWS Paragraph	Title	Format	Required Date	Frequency	Distribution	Remarks
C.3.8.2.1	Initial Inventory	Written/Electronic	7 days after FCP	Initial	COR	
C.3.8.3.1	Annual Inventory	Written/Electronic	12 months from initial	Annual	COR	
C.3.8.4.1	Final Inventory	Written/Electronic	30 days prior to exp.	Final	COR	

FCP = Full Contract Performance